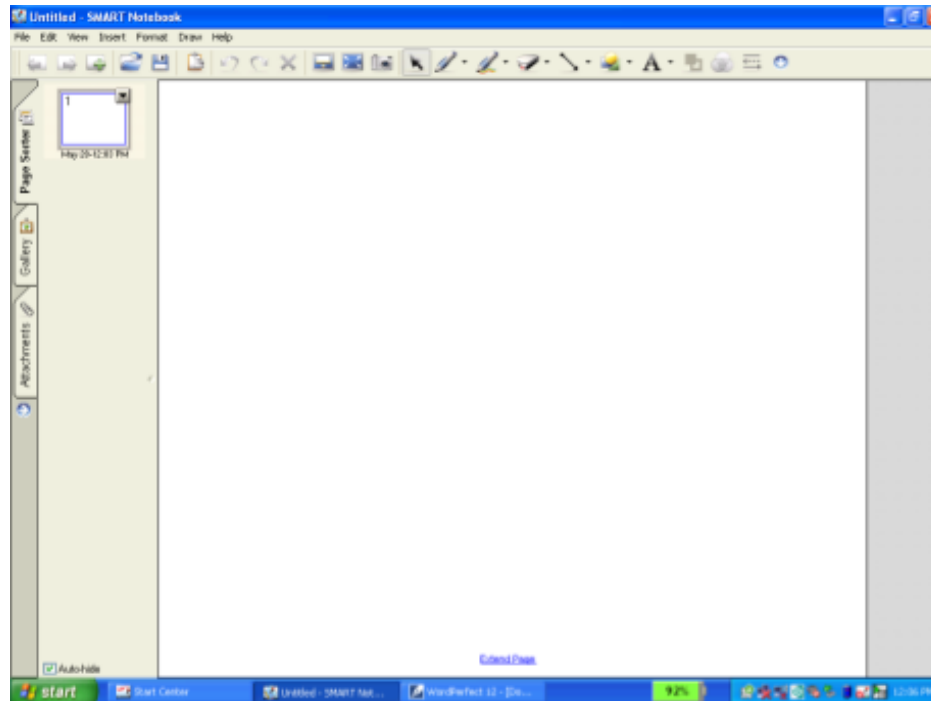


SMART Board Manual

After opening the SMART Notebook program you will come to a page that looks like the one below. This guide to the use of the SMART Board will go over the icons on this page and explain how to use them.

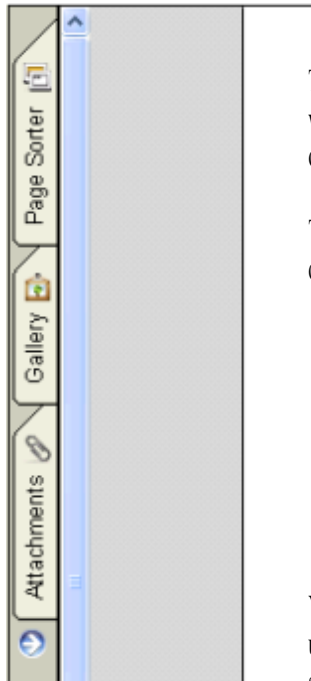


Calibrating the SMART Board

Make sure to calibrate the SMART Board before you start so that the screen follows your finger/pen exactly. Click the two buttons (at the same time) that are located at the front of the pen and eraser tray on the SMART Board. This will bring up a blank board with a red X in the top corner. Place your finger at the center of the X. An X will appear in each of the four corners. Touch each X in the center with your finger. After this calibration process is finished the SMART Board will be able to recognize the placement of your finger or pen on the board. If the Board is bumped or does not follow your finger at any time during your lesson re-calibrate using the steps above. After the calibrating process is over the board will return to the page that you left off on.

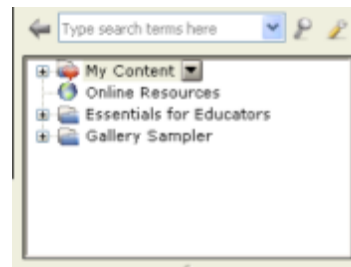
Page Sorter, Gallery and Attachments

(the toolbar on the side of the page)



The first tab is called the *Page Sorter* . When you click on this tab you will be able to see all the work you have opened during that day. You can organize your slides here and put them in the order you wish. When you save a file it will save all of the items in the page sorter.

The middle tab is labeled *Gallery* . When you click on this tab the gallery will open. The top box of the gallery will look like this:



You can create your own gallery by saving pages under My Content. To save to your gallery go up to the file option in your tool bar and select the save page as gallery item option. You can search pre-existing documents by opening the Essentials for Educators folder or the Gallery Sampler folder. There are many lessons and media files that are ready to use located here. This is also the location where you can search the SMART Board notebook for specific pictures, files, or multimedia documents that you may want to use in a lesson. (you can use material from any source which we will look at later)

The final tab is called *Attachments* . You can use this tab to insert web sites, movies, documents or a short cut to a file into your lesson. By inserting the attachment you can access the link at any time by simply clicking on the Attachment tab and then clicking on the link you have created.



The *little blue arrow* at the bottom allows you to flip the side toolbar to the other side of the board. this may be useful if you switch sides during a lesson or if a student comes up and is standing on the opposite side of the board.

The Toolbar Along the Top



The paper with the arrows allow you to move forward or backward through your slides. The icon with the + sign on it allows you to add blank pages to your document.



This icon is a quick and easy way to open a saved file or document.



This icon allows you to save the document you are working on.



This is the *paste* icon. It allows you to paste something from in the document or from a different location. If you are using a computer and not the smart board to create your lessons you can also cut and paste by using the right mouse button.



These three icons are: *Undo*, *Redo* and *Delete*

The Toolbar Along the Top Continued...



This icon is called the *Show/Hide Screen Shade*. This enables you to show portions of your lesson at a time. Use the one that is on this page to see how it works. The shade can move up and down from the top or the bottom of the page. It can also move left and right from either the left or right side of the page. You can take the screen shade away by clicking again on the screen shade icon.



The *Full Screen* icon allows you to create a slide show out of your lesson. In this mode you can still write and erase notes with the pens and eraser that are provided in the front tray. The only difference is the toolbars are not displayed on the screen so you have to work a little harder to find all of the tools. When you are in the full screen mode a tool bar will appear in the top right hand corner that looks like the picture below.



You should recognize the green arrows from the description on the previous page. The icon allows you to access the other tools that are displayed on the screen in the normal view. The final icon lets you move out of full screen mode and back into the normal view.



The camera icon is a very useful tool. You can use this icon to take a screen shot or selected shot of material **from any location**. When you click on the camera icon a secondary window will appear. This window will stay visible even when you minimize the SMART Notebook. Select one of the four camera options and then select the area that you want to copy. The object can be a picture of the whole screen or it can also be a selected area from a file, Internet site or document. When you take a camera shot the image will appear right in your SMART Notebook document.

The Selection, Writing and Erasing Tools in the Toolbar Along the Top...



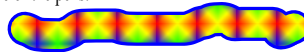
By clicking on the "select" key you turn your cursor into the mouse function. After you have been using a writing tool, shape making tool or anything else that creates an imprint when you touch the screen you have to click on the "select" button to get the normal mouse function back.



This icon allows you to write on the SMART Board without picking up a pen from the tray. You can change the colour, size and transparency of the pen by clicking on the arrow to the right of the pen icon. This arrow will give you a drop down menu with various options. Try it now for practice.



The *pen* icon with the rainbow colours coming out of the end is a fun tool to use. By clicking the drop down menu arrow to the right of the icon you can select various fun pens to write with. Below is an example of one of the pens:



This is an eraser tool. This tool will erase everything that you have written by hand. It will not erase typed text. To erase typed text you must select the text and then delete it. This function allows you to write over and highlight your lessons without altering your original note.

Use the space below to practice using the pens and eraser.





The *Line* icon is a great way to make straight lines fast. You can alter the ends of the lines to have arrows, circles or squares. The style and transparency of the line can also be altered. The icon, found in the top tool bar, enables you to change the characteristics of the inserted lines.



Quick shapes can be created by clicking on this *Shape* icon. Use the arrow to the right of the shape icon to specify what shape you would like to make. You can make the shapes as large or as small as you would like.



The *Text* icon will let you insert text anywhere in your document. Click on the text button and then click the spot on the page where you want to start writing. If you are using a computer you can start typing with the keyboard. If you are on the SMART Board and need a keyboard to be displayed on the board you have to click the keyboard button that is located on the tray of the board (in front of where the pens and eraser brush are located). Remember that you can only erase text by deleting the text box. The eraser icon and brush will not erase typed text. To edit text double click on it and you will be able to add or change what you have typed.



By clicking on this icon you can alter the line colour and fill of any object or line. You can also change the colour of your writing with this icon as well. Select an object that you want to change and then click on the *Line and Fill Colour* icon. Chose the colour you wish to use.





It is possible to make objects, text or pictures appear "see through" or transparent. Select the object you would like to make more transparent. After you have selected/highlighted the object click on the *Transparency* icon and select the degree of transparency you want your object to have.



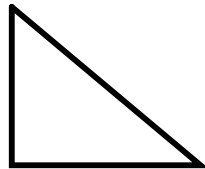
The little blue arrow at the end of the tools in the top row allows you to flip the toolbar at the top to the bottom of the board.

Changing Object Properties

It is possible to alter the properties of an object. Click on the object you wish to alter in order to select it. You know the object is selected when a blue box appears around it. The green circle that appears above the blue box allows you to rotate the object. The small, grey box with the arrow that appears in the top corner gives you a drop down menu when you click on it. The drop down menu provides you with many tools that are useful in creating and altering items. One of the options in the drop down menu is the properties option. We will explore this option now.

The *properties* option will allow you to change the outline and fill colour of inserted shapes. It will enable you to alter the transparency of pictures and the colour of your text. It will also let you to alter the shape, style, transparency, and end point style of lines you have made using the  or the  icons.

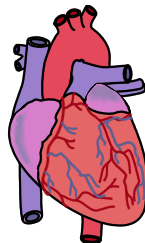
Using the *properties* option alter this triangle so that it has a green center and an orange outline



Change this line drawn with a pen to have arrows on both ends. Make the line thick, transparent and red.



Make this picture of the heart transparent. You can now write over it or use it as a background.

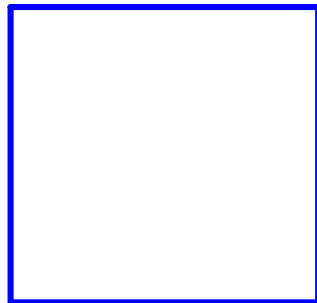


The Clone and Infinite Clone function

Click on the square to select it. A small box with an arrow on it will appear in the top right corner. Click on the arrow to expose the drop down menu. From the drop down menu click on the clone option. The shape will copy itself once.

Select the square again. This time select the infinite clone option. Click your mouse on the original shape and drag. The original shape will still be there but it will have cloned itself to make another shape. Click on the original shape again and drag the mouse. Another shape will form. The original shape will clone forever. In order to stop this function select the original shape and click on the box in the top right corner. Deselect the Infinite Clone option.

This option works for any picture, object or text. This tool comes in handy when you have to write the same thing multiple times.



Practicing With Tools...

Locking Objects In Place

After you have inserted a box of text, a picture or an object that you want to remain in once place you must use the locking function. Locking objects is very useful when you are adding notes or objects over top of preexisting information. Objects move easily and can often move when you do not want them to. To lock an object in place select it using the same method as you did on the previous page. When the box appears in the upper right hand corner click on it. Select the locking option from the drop down menu. There are four options you can select from: Unlock, lock, allow move, allow move and rotate. Try locking and unlocking the object in place below.





Flipping Objects

Select the image again and open the drop down menu in the top right hand corner. You may have to unlock the picture first in order to access the drop down menu. In the drop down menu choose the flip option to flip the selected object. You can flip it in the right/left direction (mirror image) or in the up/down direction. Try it out on the picture above.

Layering Objects Using the Order Tool

This tool can come in handy to spice up lessons. By using the layering technique you can hide answers to questions or cover up portions of your lessons.

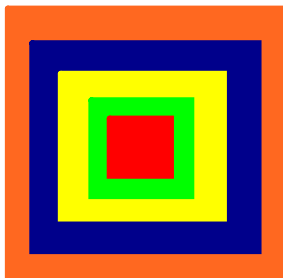
Here is an example using the layering technique. The question with the answer was written first. A square was then drawn using the  icon. When the square is inserted it is "see through". You must select the square, click on the drop down menu and select properties. In the properties option you can alter the fill colour and outline of the square. This square has a white fill and a black outline. You can choose what ever colour you would like. On the example below drag the box away from the question to reveal the answer.

$$4+1 = 5$$


$$4+1 = 5$$

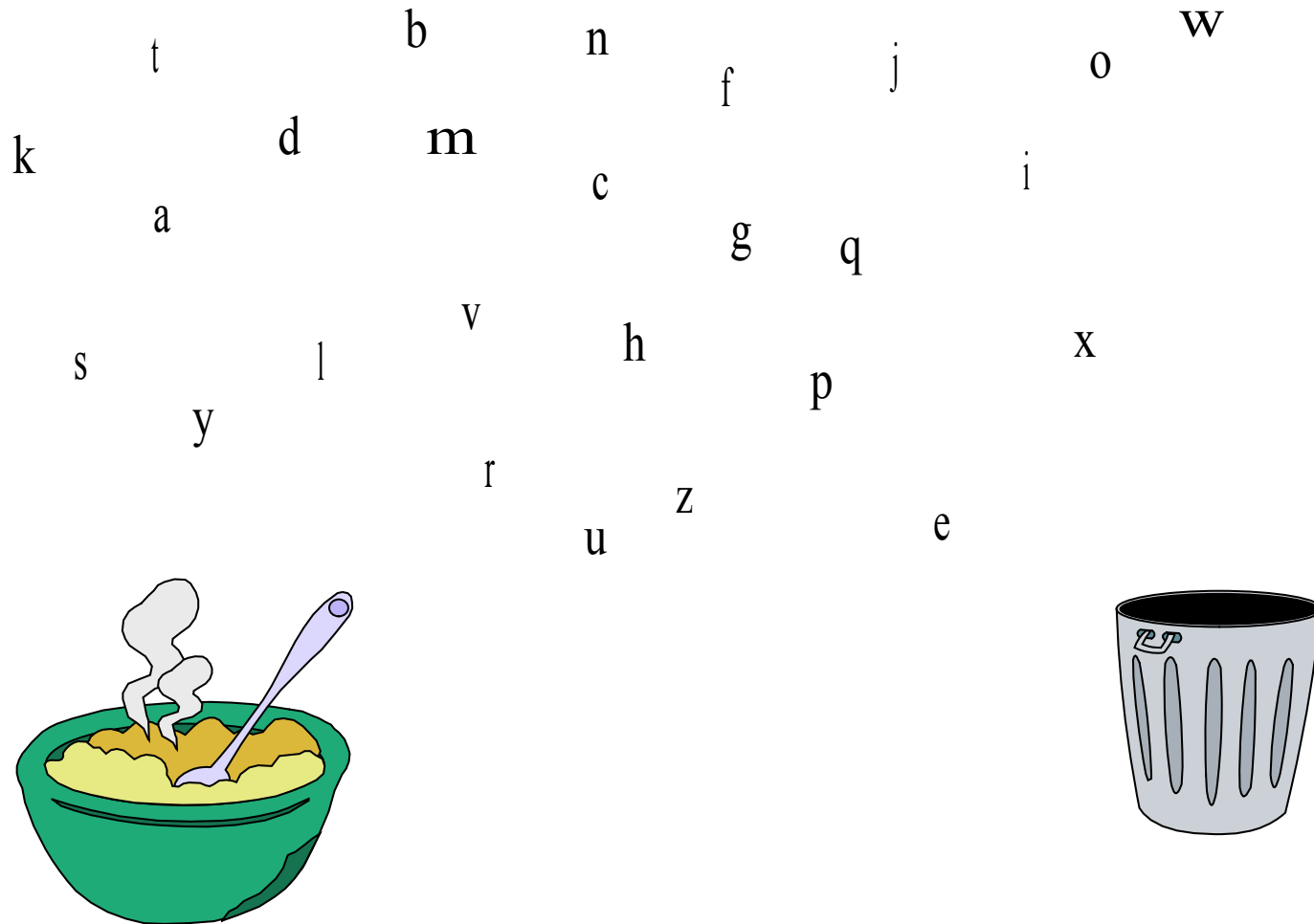


In this second example we will use the *order* tool in the drop down menu of the selected object. In the example below arrange the object from largest to smallest. When you are done you should get a picture that looks like the one on the left. Use the *order* tool to bring shapes forward or move them backward as needed.



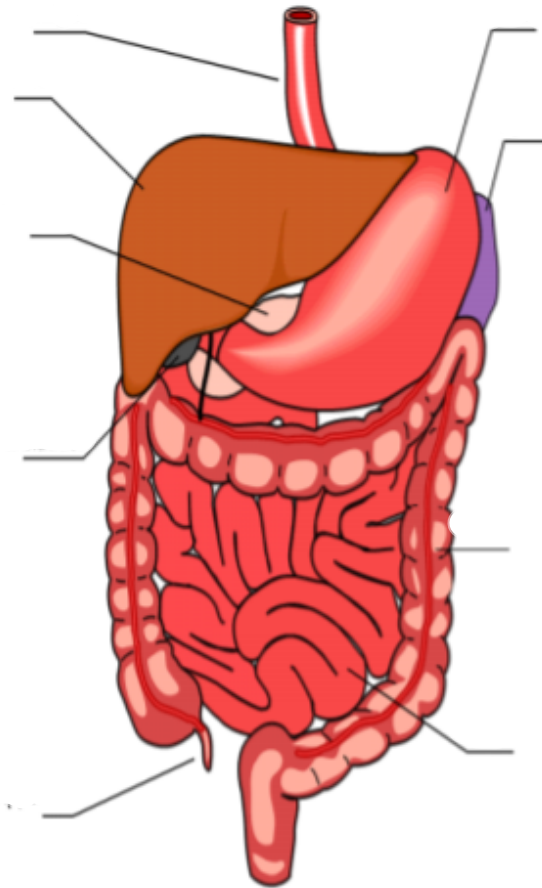
Using the Order Tool in a Lesson (an elementary example)

Place the consonants in the garbage can and the vowels in the soup. Using the ordering option the soup was moved to the back and the garbage was moved to the front. You can lock the can and the soup in place so that the students can not see where the letters are going. If you move the garbage can you will be able to see all of the letters behind it.



A Little Bit of Magic

The labels are created by typed text. After the labels were typed they were coloured over by selecting a white pen from the customized icon. When the eraser icon is used it erases the white pen and not the typed text. This is made possible because the eraser can not erase typed text only text that is written on by hand/pen. Use the eraser to reveal the labels below.



A Little Bit of Magic After the Pen is Erased

when you use the eraser the following words will appear as if by magic!

